

Checklist for Chapter 30 §39M Invitation To Bids and Contracts

INVITATION TO BID

- _____ Ad in Central Register and Chronicle at least two weeks prior to opening date
- _____ Bid Bond of 5% of bid value
- _____ City requirement for payment bond at least 100% of contract value
- _____ City requirement for 100% performance bond
- _____ Wage rates
- _____ Liquidated damages memo to file
- _____ Check insurance limits
- _____ Name of bidder on each page of General bid form
- _____ If over \$100,000 CREP ordinance and forms are included
- _____ Payment of police detail language is clear that the Contractor arranges details but the City pays the Police Department directly.
- _____ Table of contents indicates that the following must be submitted with bid:
 - Form For General Bid
 - Bid Bond
 - MBE Forms
 - MBE/WBE forms if Chapter 90
 - Statement Of Bidder's Qualifications
 - General Contractor's Certification Form
 - Subcontractor Certification Form (if applicable)
 - Projected Workforce Certificate
 - Crep General Contractors Certification Form
 - Crep Non-Filed Subcontractors Certification Form (if applicable)
 - OSHA Certification form
 - CORI Ordinance
 - CORI City Policy
 - CORI Compliance form

AWARD

- _____ Letter of award recommendation from Department

- _____ Affirmative Action Officer's signed approval of MBE participation
- _____ Vendor's bid comports with all submission requirements listed above
- _____ Manager of Construction Procurement sends award letter with insurance and bond requirements attached

CONTRACT

- _____ Effective date filled in by Manager of Construction Procurement on contract and bonds after contract has been signed by all parties.
- _____ Performance bonds and payment bonds for correct amount
- _____ Bonds include seal from contractor and surety (bonding company)
- _____ Bonds include power of attorney certificate
- _____ Massachusetts agent (if attorney is not)
- _____ Insurance certificates current and complete
- _____ All blanks (e.g. dollar amount, term) filled in
- _____ Signed by Contractor, Purchasing Agent, City Solicitor, City Manager, Auditor
- _____ Certificate of authority attached that authorizes signatory
- _____ Notice to proceed received from the Department

CHECKLIST FOR CHAPTER 149 BIDS AND CONTRACTS

INVITATION TO BID

- _____ Ad in Central Register and Chronicle at least two weeks prior to opening date
- _____ If filed sub-bids, two weeks before general bid opening
- _____ Bid Bond of 5% of bid value
- _____ Requirement for payment bond for 100% of contract value
- _____ Requirement for performance bond for 100% of contract value
- _____ If over \$100,000, Cambridge Responsible Employer Plan forms
- _____ Wage rates
- _____ Liquidated damages memo to file
- _____ Check insurance limits
- _____ Name of bidder on each page of General and Sub-bid forms
- _____ Payment of police detail language is clear that the Contractor arranges details but the City pays the Police Department directly.
- _____ Table of contents indicates that the following must be submitted with bid:
 - Form For General Bid
 - Bid Bond
 - MBE Forms
 - MBE/WBE forms if Ch193 applies
 - Statement Of Bidder's Qualifications
 - Update Statement and DCAM Certification
 - General Contractor's Certification Form
 - Subcontractor's Certification Form
 - Projected Workforce Certificate
 - Crep General Contractors Certification Form
 - Crep File Sub-Contractor Certification Form
 - Crep Non-Filed Subcontractors Certification Form (If Applicable)
 - OSHA Certification form
 - CORI Ordinance
 - CORI City Policy
 - CORI Compliance form
 - Sponsor Verification form from the Division of Apprentice Training (if bid over \$100,000.00)

AWARD

- _____ Letter of award recommendation from Department
- _____ Affirmative Action Officer's signed approval of MBE participation
- _____ Vendor's bid comports with all submission requirements listed above
- _____ Manager of Construction Procurement sends award letter with insurance and bond requirements attached

CONTRACT

- _____ Effective date filled in by Manager of Construction Procurement on contract and bonds after contract has been signed by all parties.
- _____ Performance bonds and payment bonds for correct amount
- _____ Bonds include seal from contractor and surety (bonding company)
- _____ Bonds include power of attorney certificate
- _____ Massachusetts agent (if attorney is not)
- _____ Insurance certificates current and complete
- _____ All blanks (e.g. dollar amount, term) filled in
- _____ Signed by Contractor, Purchasing Agent, City Solicitor, City Manager, Auditor
- _____ Certificate of authority attached that authorizes signatory
- _____ Notice to proceed received from Department